

**SULLIVAN COUNTY FUNDING CORPORATION**

548 Broadway  
Monticello, New York 12701  
(845) 428-7575 - Voice  
(845) 428-7577 - Fax  
[www.scfundingcorp.com](http://www.scfundingcorp.com)  
TTY 711

**SPECIAL MEETING NOTICE**

**TO:** Howard Siegel, Chairman and Treasurer/ Chief Financial Officer  
Kathleen Lara, Vice Chairperson  
Philip Vallone, Assistant Secretary  
Scott Smith, Assistant Treasurer  
Paul Guenther, Member  
Sean Brooks, Member  
Ira Steingart, Member & Chief Executive Officer  
Joseph Perrello, Member  
Chairperson and Members of the Sullivan County Legislature  
Josh Potosek, Sullivan County Manager  
Walter Garigiano, Esq., Sullivan County Funding Corporation Counsel  
**FROM:** Jennifer Flad, Executive Director  
**DATE:** May 8, 2025

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**PLEASE TAKE NOTICE** that there will be a Special Meeting of the Sullivan County Funding Corporation scheduled as follows:

**DATE:** Monday, May 12, 2025

**TIME:** 11:15 AM (following the Regular Meeting of the County of Sullivan Industrial Development Agency)

**LOCATION:** Legislative Committee Room, Sullivan County Government Center, 100 North Street, Monticello, New York

This meeting will be livestreamed on the Sullivan County Funding Corporation's [YouTube Channel](#).

Meeting documents will be posted on the Sullivan County Funding Corporation's website [here](#).

**SEE REVERSE FOR AGENDA**

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**SPECIAL MEETING AGENDA  
MAY 12, 2025**

- I. CALL TO ORDER**
  - II. ROLL CALL**
  - III. APPROVAL OF MEETING MINUTES**  
March 31, 2025 Special Meeting
  - IV. BILLS AND COMMUNICATIONS**
  - V. QUARTERLY FINANCIAL REPORT**
  - VI. NEW BUSINESS**  
Resolution: Adopting a Public Meeting Videoconference Policy  
Resolution: Authorizing a Second Amendment of the Sullivan Catskills Regional Food Hub, Inc.  
Community and Economic Development Agreement  
Any and All Other Business Before the Board
  - VII. PUBLIC COMMENT AND ADJOURN**
- ##**

**Sullivan County Funding Corporation**  
**548 Broadway**  
**Monticello, New York 12701**  
**(845) 428-7575 – telephone**  
**(845) 428-7577 – fax**

**SPECIAL MEETING MINUTES**  
**March 31, 2025**

**I. CALL TO ORDER**

Vice Chairperson Lara called to order the special meeting of the Sullivan County Funding Corporation at approximately 3:49 PM in the Legislative Committee Room at the Sullivan County Government Center, 100 North Street, Monticello, New York 12701.

**II. ROLL CALL**

**Members Present-**

Kathleen Lara  
Philip Vallone  
Scott Smith  
Sean Brooks  
Ira Steingart

**Members Absent-**

Howard Siegel  
Paul Guenther  
Joseph Perrello

**Staff Present-**

Jennifer Flad, Executive Director  
Ira Steingart, Chief Executive Officer  
Julio Garaicoechea, Project Manager  
Bethanii Padu, Economic Development Coordinator

**Staff Absent-**

None

**Others Present-**

Walter F. Garigliano, SCFC Counsel

**III. APPROVAL OF MEETING MINUTES**

On a motion made by Mr. Brooks, and seconded by Mr. Steingart, the Board voted and unanimously approved the February 10, 2025 special meeting minutes.

**IV. BILLS AND COMMUNICATION**

On a motion made by Mr. Brooks, and seconded by Mr. Steingart, the Board voted and unanimously approved the schedule of payments showing one payment totaling \$7,250.00.

**V. NEW BUSINESS**

On a motion made by Mr. Vallone, and seconded by Mr. Smith, the Board voted and unanimously accepted the financial information contained in the **Public Authorities Reporting Information System (PARIS)** annual report, and unanimously accepted the PARIS certified financial audit report, PARIS procurement report, and PARIS investment report.

Vice Chairperson Lara referred to the **2024 Board Self Evaluation Forms** which will be compiled and presented to the Board. There were no questions

**VI. PUBLIC COMMENT AJOURN**

Vice Chairperson Lara asked those present for comment. There was none. On a motion made by Mr. Vallone, and seconded by Mr. Smith, the Board adjourned the meeting at approximately 3:50 PM.

Respectfully submitted:  
Bethanii Padu, Economic Development Coordinator

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**548 Broadway Monticello, NY 12701**  
**845-428-7575**

<b>Schedule of Payments: May 12, 2025</b>		
<b>Vendor</b>	<b>Description</b>	
<b>Sullivan Catskills Regional Food Hub</b>	Installment Paymen re: 1st Amendment to Community Economic Development Agreement	\$ 40,000.00
<b>TOTAL</b>		<b>\$ 40,000.00</b>
<p>I certify that the payments listed above were audited by the Board of the SCFC on May 12, 2025 and allowed in the amounts shown. You are hereby authorized and directed to pay each of the claimants the amount opposite its name.</p>		
5/12/2025		
Date		Signature

<b>Expenses Approved and Paid Since Last Meeting (3/31/25)</b>		
<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
<b>TOTAL</b>		<b>\$ -</b>

<b>Other Expenses Paid Since Last Meeting (3/31/25)—No Approval Required</b>		
<b>none</b>		
<b>TOTAL</b>		<b>\$ -</b>

**SULLIVAN COUNTY FUNDING CORPORATION BALANCE SHEET- QUARTERLY REPORT**

	12/31/2024	3/31/2025
<b><u>ASSETS</u></b>		
Current Assets		
Cash	\$ 56,273.00	\$ 58,067.00
Loan Fund (Transferred from Sullivan County)	\$ 794,988.00	\$ 808,451.00
Notes Receivable	\$ 132,871.00	\$ 116,721.00
Accounts Receivable	\$ 518.00	\$ 10,644.00
Prepaid Expenses	\$ 2,614.00	\$ 2,614.00
Total Current Assets	\$ 987,264.00	\$ 996,497.00
Non-Current Assets		
Capital Assets	\$ -	\$ -
Notes Receivable- Net of Current Portion	\$ 118,173.00	\$ 87,558.00
Total Non-Current Assets	\$ 118,173.00	\$ 87,558.00
<b><u>TOTAL ASSETS</u></b>	<b><u>\$ 1,105,437.00</u></b>	<b><u>\$ 1,084,055.00</u></b>
<b><u>LIABILITIES</u></b>		
Current Liabilities		
Accounts Payable	\$ -	\$ -
Total Current Liabilities	\$ -	\$ -
Non-Current Liabilities		
Total Non-Current Liabilities	\$ -	\$ -
<b><u>TOTAL LIABILITIES</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>
<b><u>TOTAL NET POSITION</u></b>	<b><u>\$ 1,105,437.00</u></b>	<b><u>\$ 1,084,055.00</u></b>

3/31/2025  
accrual basis

**Sullivan County Funding Corporation  
Profit & Loss vs. Budget**

	<u>Jan-Mar 2025</u>	<u>2025 YTD</u>	<u>2025 Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
Income				
4001 Application Fees	-	-	250.00	0%
4006 · One Time Project Fees	-	-	-	n/a
4005 · Interest Income - Loans		-		
49 Main Street 2	26.00	26.00	80.00	33%
Agrarian Feast LLC	63.00	63.00	300.00	21%
Bloom Coffee	72.00	72.00	170.00	42%
BWW Brewers Inc	74.00	74.00	200.00	37%
Callicoon Hospitality LLC	217.00	217.00	619.00	35%
Catskill Cycleworks LLC	38.00	38.00	82.00	46%
Greenbush Acres LLC	38.00	38.00	80.00	48%
Janice Center	96.00	96.00	122.00	79%
Spinning Plates LLC (\$15,000)	27.00	27.00	55.00	49%
Valley Girls' Grazing LLC	532.00	532.00	1,942.00	27%
Van Smokey	695.00	695.00	1,200.00	58%
Western Catskills Truck Co.	431.00	431.00	950.00	45%
Total 4005 · Int. Income - Loans	<u>2,309.00</u>	<u>2,309.00</u>	<u>5,800.00</u>	<u>40%</u>
4010 Late Fees & Misc. Income	-	-	-	n/a
4030 Bad Debts Recovered	<u>-</u>	<u>-</u>	<u>-</u>	<u>n/a</u>
Total Income	<u>2,309.00</u>	<u>2,309.00</u>	<u>6,050.00</u>	<u>38%</u>
Gross Profit	<u>2,309.00</u>	<u>2,309.00</u>	<u>\$ 6,050.00</u>	<u>38%</u>
Expense				
6001 · Insurance	3,395.00	3,395.00	6,000.00	57%
6002 · Food Hub	-	-	100,000.00	0%
6003 · Mgt. & Admin. Svcs.	-	-	10,000.00	0%
6004 Non Reimb. Legal	-	-	2,000.00	0%
6009 Non Reimb. Accounting	7,250.00	7,250.00	6,750.00	107%
6003.3 Non Reimb. Consulting	-	-	20,250.00	0%
6017 Advertising	-	-	100.00	n/a
Office Supplies & Misc. Expenses	10.00	10.00	750.00	1%
Total Expense	<u>10,655.00</u>	<u>10,655.00</u>	<u>145,850.00</u>	<u>7%</u>
Net Ordinary Income	(8,346.00)	(8,346.00)	(139,800.00)	6%
Other Income/Expense				
Other Income				
7000 · Bank Interest	107.00	107.00	500.00	21%
Total Other Income	<u>107.00</u>	<u>107.00</u>	<u>500.00</u>	<u>21%</u>
Other Expense				
Loan/ Grant Forgiveness*	12,500.00	12,500.00	-	n/a
Total Other Expense	<u>12,500.00</u>	<u>12,500.00</u>	<u>-</u>	<u>n/a</u>
Net Income	<u>(20,739.00)</u>	<u>(20,739.00)</u>	<u>(139,300.00)</u>	<u>15%</u>

*\*In accordance with the terms of the Loan Agreement, the final 25% of the original principal amount of the loan to Agrarian Feast LLC was forgiven. This loan has been satisfied.*

## SCFC LOAN STATUS 03/31/2025

### MILLENNIUM REVOLVING LOAN FUND

#### Active Loans

Recipient	Purpose of Loan	Original Loan Amount	Date Loan Closed	Current Principal Balance	Status
49 Main Street, LLC	FFE	\$ 50,000.00	5/1/2017	\$ 9,000.00	current
BWW Brewers, Inc.	ME	\$ 75,000.00	4/26/2019	\$ 13,392.89	current
Fore Paws, Inc. and Janice Center LLC	CR	\$ 75,000.00	7/21/2017	\$ 5,250.50	current
Van Smokey Holding LLC	CR, FFE	\$ 75,000.00	10/2/2019	\$ 35,573.14	current
Western Catskills Truck Co.	ME	\$ 62,350.00	4/25/2019	\$ 20,423.94	current

### LOANS ASSIGNED FROM THE COUNTY OF SULLIVAN

#### Active Loans

Recipient	Purpose of Loan	Original Loan Amount	Date Loan Closed	Current Principal Balance	Status
Bloom Coffee LLC	FFE	\$ 30,000.00	7/26/2021	\$ 8,845.04	current
Callicoon Business Association	CR	\$ 50,000.00	5/17/2021	\$ 50,000.00	current
Callicoon Hospitality LLC	CR	\$ 44,217.80	5/27/2021	\$ 28,431.04	current
Cattskill Cycleworks LLC	FFE, WC	\$ 20,000.00	4/6/2021	\$ 4,526.08	current
Greenbush Acres LLC	ME	\$ 20,000.00	4/16/2021	\$ 4,869.70	delinquent
Spinning Plates LLC	CR, FFE	\$ 15,000.00	8/24/2021	\$ 3,177.52	current
Valley Girls' Grazing	CR	\$ 50,000.00	3/8/2023	\$ 31,919.71	current

#### Recently Closed Out Loans

Agrarian Feast LLC	CR, FFE	\$ 50,000.00	7/16/2021	\$ -	paid in full 3/28/2025
Spinning Plates LLC	CR, FFE	\$ 50,000.00	7/10/2020	\$ -	paid in full 7/29/24
Benrita LLC	CR, FFE	\$ 50,000.00	8/11/2017	\$ -	written off 5/13/24
The Cyber Shack	FFE	\$ 15,000.00	3/20/2013	\$ -	written off 5/13/24
Violet Hil Farms	FFE, WC	\$ 20,787.51	5/25/2011	\$ -	written off 5/13/24
Will Hugh Farms	FFE	\$ 80,000.00	11/1/2011	\$ -	written off 5/13/24
Cochecton Corner LLC	ME	\$ 12,000.00	7/10/2018	\$ -	paid in full 4/29/24
RH Campus, LLC	CR, ME	\$ 75,000.00	9/28/2012	\$ -	paid in full 4/28/22
Country House Realty, Inc. and Eureka Market & Café, Inc.	FFE	\$ 70,121.02	6/1/2013	\$ -	paid in full 2/22/22
Fat Lady LLC	FFE, CR	\$ 36,420.00	6/7/2019	\$ -	paid in full 1/31/22
Apple's Small Engine Repair LLC	RE, ME	\$ 50,000.00	4/17/2014	\$ -	written off 12/30/20

#### Key- Purpose of Loan

Construction/ Renovation	CR
Working Capital	WC
Furniture, Fixtures & Equipment	FFE
Real Estate	RE
Machinery & Equipment	ME

## NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing pursuant to Section 103-A of the New York State Public Officers Law will be held by the Sullivan County Funding Corporation (the “SCFC”) on Monday, May 12, 2025 at 10:45 a.m. local time, in the Legislative Committee Room at the Sullivan County Government Center, 100 North Street, Monticello, New York, in connection with the following matter:

The Open Meetings Law (the “OML”) was amended by Chapter 56 of the Laws of 2022, to add Section 103-a (the “Videoconferencing Law”), which provides to public authorities, including the SCFC, the option to use videoconferencing for the purpose of holding remote meetings in a manner that ensures SCFC business is performed in an open and public manner and where the public is able to observe the performance of members of the SCFC and is able to attend and listen to the deliberations and decisions of the SCFC. Section 103-a provides for use of videoconferencing for remote meetings when a member or members of the SCFC cannot be physically present due to “extraordinary circumstances”. The SCFC desires to have the option to hold meetings remotely, should it need to do so. In order to allow members of the SCFC to participate in meetings from non-noticed, non-publicly accessible locations, and in accordance with the statutory requirements of the Videoconferencing Law, the SCFC desires to adopt a resolution (the “Resolution”): (i) authorizing the use of videoconferencing for itself and its committees and subcommittees; (ii) directing each committee and subcommittee to make their own determinations; and (iii) directing the SCFC to establish and adopt written procedures governing member and public attendance at meetings (the “Videoconferencing Policy”), which will be posted to the SCFC website.

A representative of the SCFC will, at the above-stated time and place, present a copy of the Resolution and the SCFC’s proposed Videoconferencing Policy and hear all persons with views in favor of or opposed to the SCFC’s use of videoconferencing. In addition, at, or prior to, such hearing, interested parties may submit to the SCFC written materials pertaining to such matters.

This public hearing will be streamed live on the SCFC’s YouTube channel: <https://www.youtube.com/@sullivancountyfundingcorpo2656>

Dated: May 7, 2025

By: SULLIVAN COUNTY FUNDING  
CORPORATION



## RESOLUTION

A meeting of the Sullivan County Funding Corporation (“SCFC”) was convened in public session at the Sullivan County Government Center, 100 North Street, Village of Monticello, Sullivan County, New York on May 12, 2025, at 11:15 a.m. local time.

The meeting was called to order by Chairman Howard Siegel, and, upon the roll being called, the following members of SCFC were:

	<u>PRESENT</u>	<u>ABSENT</u>
Howard Siegel	[      ]	[      ]
Kathleen Lara	[      ]	[      ]
Philip Vallone	[      ]	[      ]
Scott Smith	[      ]	[      ]
Paul Guenther	[      ]	[      ]
Sean Brooks	[      ]	[      ]
Ira Steingart	[      ]	[      ]
Joseph Perrello	[      ]	[      ]

The following persons were also present:

Jennifer M. Flad, Executive Director

Ira Steingart, Chief Executive Officer

Julio Garaicoechea, Project Manager

Bethanii Padu, Economic Development Coordinator

Walter F. Garigliano, General Counsel

The following resolution was duly offered by \_\_\_\_\_, and seconded by \_\_\_\_\_, to wit:

Resolution No. \_\_ - 25

*RESOLUTION AUTHORIZING THE USE OF VIDEOCONFERENCING  
PURSUANT TO GENERAL MUNICIPAL LAW SECTION 103-A; AND  
ADOPTING WRITTEN PROCEDURES FOR THE USE OF  
VIDEOCONFERENCING*

*WHEREAS*, pursuant to Section 402 and 1411 of the Not-For-Profit Corporation Law of the State of New York, SCFC was established for certain charitable and public purposes including, among other things, relieving and reducing unemployment, promoting and providing for additional and maximum employment, bettering and maintaining job opportunities, instructing or training individuals to improve or develop their capabilities for such jobs, carrying on scientific research for the purpose of aiding a community or geographical area by attracting new industry to the community or area, or by encouraging, the development of, or retention of, an industry in the community or area, and lessening the burdens of government and acting in the public interest; and

*WHEREAS*, by Article 7 of the Public Officers Law of the State (the "Open Meetings Law" or "OML"), the Legislature found that it is essential to the maintenance of a democratic society that the public business be performed in an open and public manner and that the citizens of this State be fully aware of and able to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy; and

*WHEREAS*, SCFC is a public body under the Open Meetings Law; and

*WHEREAS*, by Chapter 56 of the Laws of 2022, the Open Meetings Law was amended to add Section 103-a (the "Videoconferencing Law") regarding the use of videoconferencing by public bodies; and

*WHEREAS*, OML Section 103-a permits SCFC to continue utilizing videoconferencing for the purpose of allowing participation at the meeting by a member or members of SCFC who cannot be physically present due to "extraordinary circumstances", including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting; and

*WHEREAS*, pursuant to the Videoconferencing Law, on Monday, May 12, 2025 at 10:45 a.m., local time, in the Legislative Committee Room at the Sullivan County Government Center, 100 North Street, Monticello, New York, SCFC held a public hearing with respect to the use of videoconferencing and with respect to the proposed written policy being contemplated for adoption by SCFC, whereat interested parties were provided a reasonable opportunity, both orally and in writing, to present their views; and

*WHEREAS*, SCFC desires to utilize videoconferencing to conduct meetings when extraordinary circumstances so necessitate, as set forth in the Videoconferencing Policy attached hereto as Exhibit A and incorporated herein.

*NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF SCFC AS FOLLOWS:*

- Section 1. SCFC hereby authorizes the use of videoconferencing under extraordinary circumstances for members to participate in the meetings of this public body in accordance with the laws of the State.
- Section 2. SCFC hereby adopts, as a formal policy of SCFC, the Videoconferencing Policy. The Videoconferencing Policy hereby supersedes any and all policies heretofore adopted by SCFC with respect to the subject matter thereof.
- Section 3. This Resolution shall not preclude SCFC from adopting other or further policies relating to the conduct of SCFC business as determined from time to time by the members of SCFC or in accordance with the laws of the State.

Section 4. The Executive Director or Counsel to SCFC is hereby authorized and directed (i) to distribute copies of this resolution to the members of the Board of Directors of SCFC; and (ii) to do such further things or perform such acts and to execute any and all documents as may be necessary or convenient to implement the provisions of this resolution.

Section 5. The officers, employees and agents of SCFC are hereby authorized and directed for and in the name and on behalf of SCFC to do all acts and things required and to execute and deliver all such certificates, instruments, documents, and to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or in the opinion of the officer, employee or agent acting on behalf of SCFC desirable and proper to effect the purposes of the foregoing resolution and to cause compliance by SCFC with all the terms, covenants and provisions of the documents for and on behalf of SCFC.

Section 6. All acts heretofore undertaken and performed on behalf of SCFC related to the Videoconferencing Policy are hereby ratified, approved and confirmed.

Section 7. These resolutions shall take effect immediately.

The question of adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Howard Siegel	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Kathleen Lara	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Philip Vallone	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Scott Smith	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Paul Guenther	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Sean Brooks	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Ira Steingart	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Joseph Perrello	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

The resolutions were thereupon duly adopted.

70351-039v2

STATE OF NEW YORK                    )  
  ss.:  
COUNTY OF SULLIVAN                )

I, the undersigned Secretary of the Sullivan County Funding Corporation, DO  
HEREBY CERTIFY:

That I have compared the annexed extract of the minutes of the meeting of the  
Sullivan County Funding Corporation (the “Corporation”), including the resolutions  
contained therein, held on May 12, 2025 with the original thereof on file in my office, and  
that the same is a true and correct copy of the proceedings of the Corporation and of such  
resolutions set forth therein and of the whole of said original insofar as the same related to  
the subject matters therein referred to.

I FURTHER CERTIFY that public notice of the time and place of said meeting was  
duly given in accordance with Article 7 of the New York Public Officers Law, that all  
members of the Corporation had due notice of the meeting and that the meeting was in all  
respected duly held.

IN WITNESS WHEREOF, I have hereunto set my hand on this 12<sup>th</sup> day of May,  
2025.

\_\_\_\_\_  
Kathleen Lara, Secretary

## EXHIBIT A

### **SULLIVAN COUNTY FUNDING CORPORATION Public Meeting Videoconference Policy**

Sullivan County Funding Corporation ("SCFC") hereby establishes this policy to allow for attendance by members of the board and members of the public via videoconference at any open meeting of the board of directors or any committee or subcommittee meeting and is established in accordance with the laws of 2022 of the State of New York within the Public Officers Law ("Open Meetings Law"). <https://opengovernment.ny.gov/open-meetings-law>

This internal policy sets forth the options for attendance at public meetings of this public body either in person, via videoconference at a public location, or via videoconference at a non-public location due to "extraordinary circumstances" being experienced by a member who still wishes to attend.

This policy defines these "extraordinary circumstances" by which a member may participate in a meeting of the board or committee via videoconferencing in a non-public venue and establishes the procedures for notifying SCFC's staff in order to verify the extraordinary circumstance and sets forth a method for updating the public on opportunities to attend via videoconference.

1. Open Meeting Law states that a quorum of the board must be present in-person at a predetermined time and public location wherein the meeting will be conducted. Any member attending in-person at the predetermined and noticed public location may count toward quorum.
2. Any member attending via videoconference under "extraordinary circumstances" will not be counted toward a quorum but may vote on motions and resolutions.
3. When participating under "extraordinary circumstances" by which a member of the public body may request participation via videoconferences, they must notify SCFC's Executive Director by phone or email as soon as the circumstance is presented. The Executive Director will present the information to the chair of the board for final determination.
4. Extraordinary circumstances allowed by SCFC are:
  - a. Physical Disability whereby they are unable to meet in a physical location.
  - b. Illness whereby they are under direct orders from a doctor not to attend in-person meetings, or whereby their illness presents a risk of spreading to others attending the meeting.
  - c. Caregiver responsibilities whereby they are the only option for attending to the physical care of a minor or other dependent or family member.
  - d. Work-related restrictions whereby their place of business does not allow for participation at in-person meetings outside the parameters of their business

location, or whereby their presence at the business location is critical during the date and time of the SCFC meeting.

- e. Travel commitments whereby they are at a location too distant to attend the meeting in-person.
  - f. Other significant or unexpected, unforeseen factors or events which preclude attendance must be presented to SCFC's staff within a reasonable amount of time before the meeting in order to approve a videoconference option and to give notice to the public for a videoconference option.
5. Public Notice of an Open Meeting will be posted online in SCFC's Agenda and Minutes Center, on the public bulletin boards at physical location and shared with the local news media.
  6. Pre-established meetings will provide for meeting notice at least seventy-two (72) hours prior to meeting to announce the time and physical or virtual locations whereby the public can attend, and it must account for Americans with Disabilities Act accommodations or compliance for public attendance.
  7. In the event a member is allowed to participate via videoconference under "extraordinary circumstances," SCFC's staff shall include a link to the same videoconference service by which the member will be participating on the agenda and within the public notice as soon as reasonably possible.
  8. Any member of the board or committee participating via videoconferencing must be able to be seen, heard and identified, as well as all members attending in person. Members of the public attending in person or via videoconference will also be asked to identify themselves for the purpose of notation in the minutes.
  9. Minutes of the meeting will delineate the attendance of each member and by what means they are attending, either in-person or via videoconference and under which "extraordinary circumstance."
  10. Any meeting of SCFC or committee that is conducted with members via videoconference will be recorded and saved for five (5) years.



+ CATSKILLS FOOD HUB

FEEDING AND EDUCATING OUR NEIGHBORS WITH REAL, LOCAL FOOD.

April 24, 2025

Sullivan County Funding Corporation  
548 Broadway  
Monticello, New York 12701

Dear Members of the Board,

Thank you very much for your continued support of the Sullivan Catskills Regional Food Hub and A Single Bite as we pursue our mission to feed hungry children and their families and empower students to care about the food they eat and where it comes from.

We are honored by the generosity of the many individuals, foundations and businesses that support our efforts. We are gratified by the confidence and generosity the IDA and Sullivan County Funding Corporation have shown our organization.

Please see the attached, comprehensive report including the status of the implementation of our operational plan, current financial position, status of hiring and staffing, our program activities from July 1 to June 30, 2024, and the Catskill Food Hub's impact on the agricultural community and the community at large.

Your continued support will enable us to optimize productivity of our kitchen and the warehouse space to:

- Expand our current Family Meal and Education programs
- Continue Farm-to-School efforts by lightly processing fresh product for use in school meal programs.
- Engage the Sullivan Catskills Food Insecurity Coalition to assure sustainable resources county-wide.
- Collaborate with and support the local agricultural community, community partners and our neighbors in need.

Today, one in five of Sullivan County's children do not have enough healthy food they need to grow, learn and thrive. And since January, we have seen a 25% increase in requests for food from hungry families. In light of the prevailing and urgent demand for food, we are respectfully requesting that the board consider expediting \$40,000 of the current \$100,000 commitment, with the balance contributed later this summer.

Thank you again for your very meaningful support and for your consideration of this request. With your help, we'll continue to improve the health and wellbeing of the community.

Sincerely,

*AJ Garro*  
Audrey Garro  
Executive Director

Cc: Sims Foster, Co-Founder

**RESOLUTION**

A meeting of the Sullivan County Funding Corporation (“SCFC”) was convened in public session at the Sullivan County Government Center, 100 North Street, Village of Monticello, Sullivan County, New York on May 12, 2025 at 11:15 a.m. local time.

The meeting was called to order by Chairman Howard Siegel, and, upon roll being called, the following members of SCFC were:

	<u>PRESENT</u>	<u>ABSENT</u>
Howard Siegel	[       ]	[       ]
Kathleen Lara	[       ]	[       ]
Philip Vallone	[       ]	[       ]
Scott Smith	[       ]	[       ]
Paul Guenther	[       ]	[       ]
Sean Brooks	[       ]	[       ]
Ira Steingart	[       ]	[       ]
Joseph Perrello	[       ]	[       ]

The following persons were also present:  
Jennifer M. Flad, Executive Director  
Ira Steingart, Chief Executive Officer  
Julio Garaicoechea, Project Manager  
Bethanii Padu, Economic Development Coordinator  
Walter F. Garigliano, General Counsel

The following resolution was duly offered by \_\_\_\_\_, and seconded by \_\_\_\_\_, to wit:

Resolution No. \_\_ - 25

*RESOLUTION AUTHORIZING A SECOND AMENDMENT OF  
THE SULLIVAN CATSKILLS REGIONAL FOOD HUB, INC.  
("SCRFH") COMMUNITY AND ECONOMIC DEVELOPMENT  
AGREEMENT*

*WHEREAS*, pursuant to Section 402 and 1411 of the Not-For-Profit Corporation Law of the State of New York (“N-PCL”), SCFC was established for certain charitable and public purposes including, among other things, relieving and reducing unemployment, promoting and providing for additional and maximum employment, bettering and maintaining job opportunities, instructing or training individuals to improve or develop their capabilities for such jobs, carrying on scientific research for the purpose of aiding a community or geographical area by attracting new industry to the community or area, or by encouraging, the development of, or retention of, an



industry in the community or area, and lessening the burdens of government and acting in the public interest; and

*WHEREAS*, SCFC and SCRFH (now doing business as “A Single Bite”) entered into a Community and Economic Development Agreement, dated the 9<sup>th</sup> day of January, 2023 (“Agreement”); and

*WHEREAS*, by letter dated March 5, 2024, SCRFH requested SCFC make two (2) One Hundred Thousand and 00/100 (\$100,000.00) Dollar payments in 2024; and

*WHEREAS*, the second payment in 2024 was to be in lieu of the payment scheduled to be made on July 1, 2026, therefore, not increasing the overall contract amount; and

*WHEREAS*, by Resolution No. 04 – 24, SCFC authorized the amendment of the Agreement to provide for two (2) One Hundred Thousand and 00/100 (\$100,000.00) Dollar payments in 2024; and

*WHEREAS*, effective as of March 29, 2024, SCFC and SCRFH entered into that certain First Amendment to Community and Economic Development Agreement to provide for two (2) payments in 2024 and to eliminate the payment scheduled to be made on or about July 1, 2026; and

*WHEREAS*, by letter dated April 24, 2025, SCRFH requested SCFC advance Forty Thousand and 00/100 (\$40,000.00) Dollars of the final installment payment scheduled to be made on or about July 1, 2025; and

*WHEREAS*, the requested advance would affect only the timing of the final installment payment and would not increase the overall contract amount; and

*WHEREAS*, SCFC wishes to amend the Agreement to provide for payment of Forty Thousand and 00/100 (\$40,000.00) Dollars on or about May 12, 2025 and payment of Sixty Thousand and 00/100 (\$60,000.00) Dollars on or about July 1, 2025.

*NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF SCFC AS FOLLOWS:*

Section 1. SCFC’s Executive Director is hereby authorized and directed to execute a Second Amendment to the Community and Economic Development Agreement with SCRFH to amend the Agreement so that the payment scheduled for July 1, 2025 is made in two installments with the first installment in the amount of Forty Thousand and 00/100 (\$40,000.00) Dollars on or about May 12, 2025 and the second installment in the amount of Sixty Thousand and 00/100 (\$60,000.00) Dollars on or about July 1, 2025.

Section 2. The officers, employees and agents of the SCFC are hereby authorized and directed for and in the name and on behalf of the SCFC to do all acts and things required and to execute and deliver all such certificates, instructions, documents, and to pay all such fees, charges and expenses and to do all such further acts and things as may

be necessary or in the opinion of the officer, employee or agent acting on behalf of the SCFC desirable and proper to effect the purposes of the foregoing resolution and to cause compliance by the SCFC with all the terms, covenants and provisions of the documents for and on behalf of the SCFC.

Section 3.      This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Howard Siegel	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Kathleen Lara	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Philip Vallone	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Scott Smith	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Paul Guenther	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Sean Brooks	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Ira Steingart	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Joseph Perrello	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

The resolution was thereupon duly adopted.

STATE OF NEW YORK                    )  
  ss.:  
COUNTY OF SULLIVAN                )

I, the undersigned Secretary of the Sullivan County Funding Corporation, DO  
HEREBY CERTIFY:

That I have compared the annexed extract of the minutes of the meeting of the  
Sullivan County Funding Corporation (the “Corporation”), including the resolutions  
contained therein, held on May 12, 2025 with the original thereof on file in my office, and  
that the same is a true and correct copy of the proceedings of the Corporation and of such  
resolutions set forth therein and of the whole of said original insofar as the same related to  
the subject matters therein referred to.

I FURTHER CERTIFY that public notice of the time and place of said meeting was  
duly given in accordance with Article 7 of the New York Public Officers Law, that all  
members of the Corporation had due notice of the meeting and that the meeting was in all  
respects duly held.

IN WITNESS WHEREOF, I have hereunto set my hand on this 12<sup>th</sup> day of May,  
2025.

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Kathleen Lara, Secretary

SECOND AMENDMENT TO COMMUNITY AND ECONOMIC  
DEVELOPMENT AGREEMENT

*THIS SECOND AMENDMENT TO COMMUNITY AND ECONOMIC DEVELOPMENT AGREEMENT* (“Second Amendment”), effective as of May 12, 2025, by and between the SULLIVAN COUNTY FUNDING CORPORATION (the “SCFC”), a not-for-profit local development corporation having an address of 548 Broadway, Monticello, New York 12701 and SULLIVAN CATSKILLS REGIONAL FOOD HUB, INC. (the “SCRFH”), a not-for-profit corporation having an address of 92 Commerce Drive, Liberty, New York 12754, amends that certain Community and Economic Development Agreement, made as of January 9, 2023 by and between SCFC and SCRFH, which was amended by that certain First Amendment to Community and Economic Development Agreement, effective as of March 29, 2024 (“First Amendment” and together with the Community and Economic Development Agreement, the “Agreement”).

WITNESSETH:

*WHEREAS*, SCFC entered into the Agreement to engage SCRFH to undertake the Scope of Work contemplated by the Agreement; and

*WHEREAS*, SCFC and SCRFH wish to amend the Agreement as hereinafter set forth.

NOW THEREFORE, in consideration of the covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, it is mutually agreed as follows:

1. Article II of the Agreement is hereby deleted in its entirety and the following is inserted in its place and stead:

“In consideration of the Scope of Work to be undertaken by SCRFH as described in Article I above, SCFC has agreed to pay SCRFH a total of Five Hundred Thousand (\$500,000) Dollars to underwrite a portion of the cost incurred in completing the Scope of Work. SCFC has paid the first four (4) installments on or about February 6, 2023, June 12, 2023, April 8, 2024 and July 8, 2024, each in the amount of One Hundred Thousand (\$100,000) Dollars. The final payment of One Hundred Thousand (\$100,000) Dollars will be made as follows:

\$40,000 on or about May 12, 2025

\$60,000 on or about July 1, 2025”

2. Except as herein amended, all other terms and conditions of the Agreement shall remain in full force and effect. If there shall be any conflict or inconsistency between the terms of this Second Amendment and the Agreement, the terms of this Second Amendment shall control.

[REMAINDER OF PAGE INTENTIONALLY BLANK]

*IN WITNESS WHEREOF*, the parties hereto have executed this Second Amendment as of the day and year first above written.

SULLIVAN COUNTY FUNDING CORPORATION

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By: Jennifer Flad, Executive Director

SULLIVAN CATSKILLS REGIONAL FOOD  
HUB, INC.

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By: Corey Sims Foster, Chairman